



## Virginia Social Services System Strategic Planning Steering Committee

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### **Meeting Minutes December 9, 2005 10:00 a.m. to 12:00 p.m. Henrico Room, DSS Henrico Office, Forest Office Park**

**Attendees:** Members – Commissioner Conyers, Vicky Collins, Donna Douglas, Dana Paige, Julie Christopher, Jack Frazier, Renee Fleming-Mills, Bo Harris, B. J. Northington, J.R. Simpson, Duke Storen, Harry Sutton, Dottie Wells, Nick Young, Lynette Isbell for Vickie Johnson-Scott  
**Facilitator** – John Wheatley  
**Staff** – Margaret Schultze, Zandra Relaford, Carol Marion

#### **I. Call to Order, Introductions**

John Wheatley called the meeting to order and relayed regrets from a number of members who were unable to attend.

#### **II. Minutes**

The minutes from the previous meeting on October 31 were approved.

#### **III. Review Action Items List**

*Item 89: John Wheatley, Determine the manner in which we will solicit input from the local departments when plans are being developed.*

Remains Open

*Item 90: John Wheatley, Develop survey to collect data about all current plans used. It will include information about the necessity of the plan.*

Remains Open

*Item 98: John Wheatley, Place final Service Area Plans on the Web site*

John presented a plan for placing service area plans on the Department's website during the New Business session.

Remains Open

*Item 101: Create a quarterly status report and present first draft to the steering committee for approval.*

Dana Paige suggested that the committee standardize its process and have updates available from the goal champions two weeks before quarterly end meetings. Quarterly Status Report template approved.

Item Closed

*Item 105: Steering Committee, Members to submit suggestions for new membership categories to John Wheatley for discussion at the next meeting.*

No additional comments from were received. Duke Storen and Donna Douglas are working on an approach that would look at competencies, roles and timeframes/rotation for membership. Report to be made at the next meeting.

Remains Open.

*Item 106: Diana Hutchens, Report to the committee on the strategic planning activity held at the fall VLSSE conference.*

In Diana Hutchens' absence, Donna Douglas and Julie Christopher provided an overview of the Strategic Planning presentation, included as a part of the Plenary Session at VLSSE meeting on Wednesday, November 9<sup>th</sup>, 10:30 - 12:30.

The presentation was well-received. Issues of particular note were:

1. A crosswalk document that was developed for the presentation by Donna Douglas and was deemed very helpful. It was suggested that Donna share this document with Bo Harris, as the Department proceeds to develop a crosswalk of multiple study recommendations and strategic initiatives.
2. Questions regarding the placement of prevention services within the strategic plan were raised. While the specific word "prevention" was edited from the document, it is a strategy for attaining well-being, which is a primary goal in the plan.

Item Closed.

*Item 108: Steering Committee, Review revisions to Goal 2 presented by Donna Douglas.*

Presentation was deferred until the next meeting.

Remains Open.

*Item 109: Presentation of first draft of crosswalk of JLARC study recommendations, Strategic plan and Service Area Plans by Bo Harris and Margaret Schultze.*

Presentation was deferred until the next meeting.

Remains Open.

## IV. New Business

### 1. *Adoption of Strategic Plan*

SPSC members agreed that approval of service area plans is not one of the committee's roles. Discussion on accountability of local departments and the System as a whole concluded that there are two levels of accountability, one at the strategic plan level and the other at the service plan level. Members also cited the need to ensure that the measures within the service area plans are extensively reviewed as we continue with the planning and implementation process. The Committee adopted strategic plan.

*New Action Item:* John Wheatley will contact DPB regarding its update cycle for the strategic plans. VDSS will want to conform to ensure that information is consistent with what is presented to the General Assembly and DPB for budgeting purposes.

### 2. *Updating of the VSSS Strategic Planning Website*

Members made a number of suggestions. The format for measures should be reviewed to make them easier to understand. The System's mission should more prominent on the public website homepage.

*New Action Items:*

- John will contact the Department's web developer to see how and what changes can be made.
- John will also supply the counter or "hits" statistics to the next meeting.
- Steering Committee members to submit suggestions for changes to the way in which measures are presented.

### 3. *Addition of another State Board representative*

Julie Christopher proposed that the SPSC include an additional Board member to help ensure Board member presence at committee meetings. The decision was made to add another Board member to the membership.

### 4. *Future Meetings*

The group agreed to meet on the second Wednesday of each month, beginning in January.

### 5. *Marketing of the Strategic Plan*

Donna Douglas presented a copy of the Chesterfield County Strategic Plan press package. The document may be a useful prototype for future VDSS Strategic Plan marketing tools.

*New Action Item:* John Wheatley will obtain copies of the press package and distribute them to the SPSC members.

## V. Adjourn

Meeting adjourned at 11:50 AM.

The next meeting will be February 8<sup>th</sup>, 10:00 a.m. to 12:00 p.m.